UNIVERSITY OF THE MIDDLE EAST PROJECT
2007 TEACHER EDUCATION INSTITUTE

APPLICATION INSTRUCTIONS
*Only for this form. See separate instructions for the preferred, online application

To apply to the 2007 Teacher Education Institute, you must meet the following criteria:

- Be **a citizen and resident** of a Middle Eastern or North African community
- Be proficient in written English – **all applications must be written in English.**
- Be proficient in spoken English – **all interviews will be conducted in English.**
- Be a certified secondary school teacher of students, 14-19 years of age, with at least 2 years of teaching experience.

It is strongly preferred that you use our online application service available at www.ume.org/tei "ONLINE APPLICATION". To complete the online application:

1. Download the TEI 2007 APPLICATION form.
2. Review the application form. Collect any information you will need to answer the questions. Complete your written essays by typing or hand writing.
3. Go to the ONLINE APPLICATION and complete the application, answering all applicable questions. These are the same questions as appear in the electronic TEI 2007 application. You may "Cut & Paste" your typed essay into the forms provided. The online application must be completed in a single session.
4. Submit your online application. *Your application is now complete.*

However, if you are unable to use our online application service, then complete the entire TEI 2007 Application by typing in the fields or by handwriting a printed copy. When you have completed all sections of the applications:

1. Save your application as one, single text document including all 11 sections and both essays. Do NOT send your application as jpg files or as a pdf. You may attach your picture separately
2. Save the document as Your Country_Your Family Name (i.e. USA_Smith)
3. Email it to TEI2007@ume.org.
4. Type Your Country and Your Family Name in the subject line

If you must send your application by post, it is strongly recommended that you send it via an express delivery service such as Aramex, DHL or Express Mail. Please send your completed application to:

The University of the Middle East Project
Application for 2007 Teacher Education Institute
66 Church Street
Cambridge, MA 02138 USA

***IF you send your application by post, please send an email with "confirmation request" in the subject line to TEIquestions@ume.org. State your name, your nationality and the date your application was sent in the body of the message.

***IF you send your application by email, send it once only and by one method. You will receive an auto-reply message that will serve as your confirmation. If you do not receive an auto-reply message, follow the instructions in the preceding paragraph for a "confirmation request". Please be patient. It may take several days for us to respond.

DO NOT SEND A CONFIRMATION REQUEST EMAIL IF YOU USE THE PREFERRED ONLINE APPLICATION. FOLLOW THE INSTRUCTIONS FOR THE ONLINE APPLICATION at www.ume.org.

Deadline: Applications must be received by UME before **January 5, 2007**. Early applications will be given priority

Semi-finalists will be informed of their status in March 2007 and asked to bring 2 letters of recommendation to their interviews. Finalists selected to attend the TEI will be informed of their status in late May 2007. All those who are not selected will also be notified in either March or May depending on the status they achieve in the selection process.

Use the checklist provided in the application to ensure that you have included all the required pieces. Every year, many applications are disqualified for being incomplete or not adhering to the instructions.

Please email all questions to the TEIquestions@ume.org. Be sure to include your full name and nationality in all inquiries.